

SECTION 01 7700

CLOSEOUT PROCEDURES

LANL MASTER SPECIFICATION

When editing to suit project, author shall add job-specific requirements and delete only those portions that in no way apply to the activity (e.g., a component that does not apply). To seek a variance from applicable requirements, contact the ESM General POC.

When assembling a specification package, include applicable specifications from all Divisions, especially Division 1, General Requirements.

Delete information within "stars" during editing.

Specification developed for ML-3 / ML-4 projects. For ML-1 / ML-2, additional requirements and QA reviews are required.

This Section expands upon requirements regarding project closeout procedures, final cleaning, and adjusting.

This Section supplements the requirements set forth in the General Provisions and the Special Provisions.

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Closeout Procedures.
- B. Final Cleaning.
- C. Adjusting.
- D. Instructions for LANL personnel

1.2 RELATED SECTIONS

- A. Section 01 7839 - Project Record Documents

1.3 CLOSEOUT PROCEDURES

- A. Upon completion of the work certify that:
 - 1. Contract Documents have been reviewed;
 - 2. Work has been inspected for compliance with Contract Documents;
 - 3. Work has been completed in accordance with the Contract Documents;
 - 4. Equipment and systems have been tested as required, and are operational;
 - 5. Work is completed and ready for final inspection.

- B. Should the Work be found to be incomplete or defective, LANL will notify the Contractor in writing, listing the incomplete or defective work.
- C. Contractor shall correct the deficiencies promptly, and notify LANL when the Work is ready for reinspection.
- D. When the Work is determined to be acceptable, the Contract Administrator will request Contractor to make closeout submittals.

1.4 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to a sanitary condition.
- D. Replace filters of operating water and air equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean project site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from project site.
- H. Replace lamps in light fixtures used during construction.
- I. Remove start-up screens and clean strainer.

1.5 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

1.6 INSTRUCTIONS FOR LANL PERSONNEL

- A. Prior to final inspection or acceptance, fully instruct LANL designated operating and maintenance personnel in the operation, adjustment and maintenance of equipment and systems.
- B. Operating and maintenance manual shall constitute the basis of instruction: Review contents of manual with personnel in full detail to explain all aspects of operations and maintenance.
- C. Provide personnel skilled in the operation of equipment. Instructions for major equipment shall be provided by equipment manufacturers' representatives.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

END OF SECTION

Do not delete the following reference information:

FOR LANL USE ONLY

This project specification is based on LANL Master Specification 01 7700 Rev. 0, dated January 6, 2006.